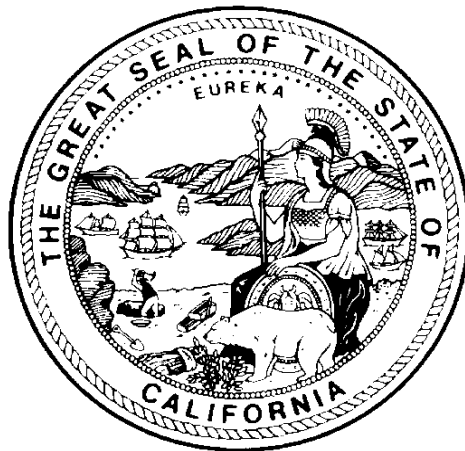


NOTICE OF AVAILABILITY OF FUNDS

*by the
Employment Development Department
In Partnership with the
California Department of Social Services and in Collaboration with the
Los Angeles City and County Local Workforce Investment Boards and the
Los Angeles Emancipated Program Partnership*

Foster Youth Demonstration Project in Los Angeles County Solicitation For Proposals



December 30, 2004

**FOSTER YOUTH DEMONSTRATION PROJECT
IN LOS ANGELES COUNTY
SOLICITATION FOR PROPOSALS PROGRAM YEAR 2004/05**

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**FOSTER YOUTH DEMONSTRATION PROJECT
IN LOS ANGELES COUNTY
SOLICITATION FOR PROPOSALS PROGRAM YEAR 2004/05**

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FOSTER YOUTH DEMONSTRATION PROJECT IN LOS ANGELES COUNTY SOLICITATION FOR PROPOSALS

SECTION 1: OVERVIEW

A. Background

Currently, there are over 500,000 children and youth in foster care in the United States. Such youth are among the most vulnerable populations with as many as 30% of youth aging out of foster care becoming homeless, yet we do not have good models in place for helping them move into employment and self-sufficiency. The White House Task Force for Disadvantaged Youth recently identified youth in foster care, particularly those aging out of foster care, as one of the neediest target populations in the country. Approximately 20% of the children and youth in foster care in the United States reside in California with over 30% (31,000) of that portion in Los Angeles County.

More than half of youth aging out of foster care have not graduated from high school and, within two to four years of emancipation, 51% of former foster youth are unemployed in California. As a result, the piecemeal service strategies of existing workforce community, education, and social services providers have proven to be ineffective in helping foster youth finish school, develop life and vocational skills, become job ready and then find and keep jobs leading to self-sufficiency.

On behalf of California, the Employment Development Department (EDD), designated as fiscal agent, and the California Department of Social Services (CDSS) received a grant from the U. S. Department of Labor (DOL) Employment and Training Administration to develop a comprehensive program to help youth aging out of foster care become employed and self-sufficient. It is then expected that the California program may be used as a model for the rest of the national Workforce Investment Act (WIA) system for serving youth in foster care.

B. Purpose

The EDD announces the availability of up to \$800,000, comprised of federal WIA demonstration project funds, Wagner-Peyser Act Governor's 10 Percent funds, and Chafee Foster Care Independence Program funds to implement a demonstration project in two selected areas within California.

The demonstration project will target the Service Planning Areas (SPA) of Los Angeles County that contain the largest populations of foster youth. Specifically, this demonstration project will apply solely to SPAs 3 and 6 as identified by zip codes and illustrated on maps in Appendix D to this Solicitation for Proposals (SFP).

This SFP announces a competition to select a service provider to administer the Foster Youth Demonstration Project (California Model) in Los Angeles County. This project will focus on foster youth or emancipated foster youth at risk of homelessness, ages 17-21. It is expected that the selected service provider will be required to meet employment and educational performance measures currently being developed by the DOL, such as the percent of job placements, educational attainments, post-secondary education or occupational program enrollments, and the number of youth retained in school.

The California Model is built around a comprehensive employment strategy that draws upon the collective social services, education and workforce development resources within the community to establish a seamless service delivery model to ensure that foster youth have the means as well as the motivation to become successful adults. Key program components include the provision of a safety net and mentor for each youth served. It is a precisely focused effort to build a model program consisting of multiple funding sources that will bind together the best practices of existing providers and negotiate the delicate balance required to overcome the often complex barriers impeding foster youth in completing school and attaining employment leading to self-sufficiency.

The California Model, which is to be implemented by the selected service provider, must include the following components:

- *One-Stop Service Environment*—provision of services including intensive case management, mentoring, advocacy, and referrals to shelter and housing, health care, supportive services, childcare, transportation, job training and education. Staff will be assigned to act as an advocate for each youth, to simplify and explain available service options.
- *Personalized Planning*—personal engagement of each youth in an intensive orientation process during which service provider staff may bring together the case manager, participant, and other key individuals to ascertain participant employment options, vocational aspirations, educational objectives, special needs, health issues, emotional uncertainties, housing or other basic living deficiencies. Once identified, the participant's employment and life barriers will be built into a *responsive plan*. Participant barriers may be resolved either directly through the selected service provider's staff and operation or through referral to relevant public or private resources that specialize in dealing with such barriers.
- *Safe Haven or Home Base*—creation of an environment where foster youth can drop in for services, counseling, peer-to-peer mentoring, and have a safe place to just "hang out" if they choose, staffed by people who give them their space and understand their complex needs.
- *Mentor Networking*—recruitment of mentors from local community and faith-based organizations (CFBO) and other mentor programs to provide advanced support, including attending activities such as job shadowing and family dinners, to enable foster youth to learn from their mentor's work and life experiences.

- *Youth Specialist*—provision of youth to mentor other foster youth and empathize on a peer-to-peer basis. As peers, Youth Specialists understand other youth and facilitate the transfer of an employment-oriented mind set.
- *Computer Access*—open access to computers with assistance readily available from selected service provider staff and the provision of *interactive Web site training* for youth to access and navigate internet Web sites. Bridging the digital divide is an essential element of the California Model; therefore, the model will provide youth with a *virtual foot locker*, enabling participants to have both a street address for potential employers to contact them at their “home base” as well as an e-mail address and ready computer access for checking their e-mail.
- *Community Leadership Program*—creation of opportunities for highly motivated participants to share their success stories with other foster youth in the community to assist in building their self-confidence, while enhancing project outreach.
- *Group Counseling*—provision of staff to lead group discussion circles, including age and gender specific groups, to define and articulate issues and cope with peer pressure in a positive way.

C. Minimum Qualifications of Proposers

Proposals will be accepted from public and/or private non-profit organizations, or a consortium of two or more organizations with at least one being a public or private non-profit organization assuming fiscal responsibility. The applying organization(s) must have all of the following:

- (a) Comprehensive experience providing services to foster youth or similar high-risk populations;
- (b) Demonstrative ability to coordinate services with local foster youth service providers and local service delivery networks;
- (c) Documentation of the proposer's experience as a previous grant recipient or demonstrated capacity to conduct municipal or governmental processes, such as program administration, budgeting and contract management;
- (d) Documentation of existing service delivery points in both SPAs 3 and 6, or currently having a service delivery point in either SPA 3 or 6 with the capacity to have both points operational within 30 days of grant award; and
- (e) The ability to implement the proposed project immediately upon award announcement.

If the proposer is a consortium, the consortium must provide documentation of the collective capacity of consortium members to meet the above qualifications. Further, consortium proposers are required to attach copies of consortium agreements or Memoranda of Understanding (MOU) to their Proposal Narrative that describe the relationships and functions of consortium members. The consortium attachments will not count against the 12 Page Proposal Narrative limit.

Entities described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are not eligible to receive funds under this announcement. See Section 18 of the Lobbying Disclosure Act of 1995, PL 104-65, 109 Statute, 691.

D. Program Requirements

The selected service provider must implement the California Model, which is a comprehensive approach to serving foster youth that includes job placement and other employment development opportunities (e.g., referral to internships, apprenticeships, on-the-job training, and work experience), intensive case management, and mentoring to assist each youth to stay in or return to school and develop vocational competencies in demand occupations in the regional economy. The selected service provider is required to serve a minimum of 80 participants.

According to DOL demonstration project requirements, the selected service provider must have a minimum of 10 staff working directly with youth as job developers, case managers, teachers or instructors.

The selected service provider will be required to work collaboratively with the Los Angeles County Transition Resource Centers (TRC) and Los Angeles County Probation Department for selection and referral of program participants. The referrals are to be made on a flow basis and be equitably distributed between SPAs 3 and 6. Additional program participation is also to be made available to self-referred emancipated youth at risk of homelessness.

The selected service provider must make available a single access point (in both SPAs) for foster youth with a safe environment conducive to the provision of services. The selected service provider will be required to assess participant needs and ensure they receive job placement, employment and training services, supportive services, and follow-up through an intensive case management approach. This single point of access will have linkages to a comprehensive array of existing social, educational and emergency/immediately needed services and the provision of services not readily available in the community. This capability will allow for the enhancement of ongoing services and linkages to existing service providers.

E. Level of Coordination

The selected service provider will provide the connecting linkages between the workforce development, educational, and social services agencies focusing on improving interagency communication and service coordination. The selected service provider will be required to collaborate with the project partners identified in the California Model, including EDD Workforce Development Programs, the Los Angeles County and City Local Workforce Investment Areas (LWIA), the California Foster Youth Work Group, the Los Angeles County Office of Education, the Emancipated Program Partnership, and the Los Angeles Countywide Independent Living Program (ILP).

To serve foster youth, the selected service provider will also be required to coordinate with other local, State, and federal agencies and organizations, such as One-Stops, CFBOs, the Los Angeles County Departments of Probation and Justice, local child welfare programs, the EDD, the CDSS, and the DOL.

The selected service provider must coordinate with local employers to provide foster youth with entry-level jobs, internships, mentoring, on-the-job training, or other work experience in demand occupations in the regional economy. Each project must also have strong ties with local public school systems and with alternative schools that assist foster youth in staying in or returning to school and progressing to post-secondary education or vocational development.

F. Performance Expectations and Reporting

The selected service provider will be required to implement a management information system (MIS) to track participant enrollment data, project activities and expenditures by funding stream, and overall performance outcomes for the demonstration project. It is expected that the selected service provider will be required to meet employment and educational performance measures currently being developed by the DOL as a condition of this grant. It is expected that these measures will include at a minimum the percent of job placements, educational attainments, post-secondary education or occupational program enrollments, and the number of youth retained in school.

The selected service provider will be required to report monthly expenditures and participant activities by cost category within each funding stream, e.g., WIA demonstration, Wagner-Peyser, and Chafee funds. In addition, the service provider will be required to track and report monthly participant data, in part, by participant age, gender, ethnicity, education level, housing status, and other demographic categories. Also, it is anticipated that the service provider will be required to track and report the monthly status of each participant's supportive services received by funding stream such as health services, independent living assistance, or other forms of income-based public assistance as required. Additional project activities expected to be reported monthly by funding stream include, in part, job placements, apprenticeships, internships, paid or unpaid work experience, and on-the-job training; educational activities such as staying in or completing school and attaining a General Equivalency Diploma (GED); enrollment in or completion of post-secondary education or vocational skills courses; mentoring, job readiness, and post-exit follow-up activities.

G. Target Population

The funds from this grant must be used to serve foster youth, or emancipated foster youth at risk of homelessness, ages 17-21. The participants are to be the hardest-to-serve foster youth, including youth who are pregnant, parenting, on probation or returning home from correctional facilities, and emancipated youth at risk of homelessness.

H. Funding

Availability: The maximum award is expected to be up to \$800,000, that includes \$400,000 WIA Section 171 Demonstration, \$200,000 Wagner-Peyser Act Governor's 10 Percent and \$200,000 Los Angeles County Chafee Foster Care Independence Program funds.

Match Requirement: The selected service provider must identify at least \$200,000 in cash and/or in-kind matching funds to receive this grant. The match may be determined by the selected service provider and/or their identified partners and may be from any federal, State or local funding source.

Allowable Uses of Funds: Funds expended by funding stream must be for activities and services that are reasonable, necessary and allowable for the respective funding stream. Grant funds must be used to implement California's Proposed Model within Los Angeles County SPAs 3 and 6. The funds are governed by WIA, Wagner-Peyser and Chafee Foster Care Independence Program requirements; local, State and federal laws; State and federal directives; Federal Office of Management and Budget (OMB) Circulars; and associated regulations.

WIA demonstration project funds may be used for WIA core, intensive or training activities such as job placement, job development, job search, job training, career counseling, basic needs assessment, transportation, housing and other employment training and supportive services. Wagner-Peyser funds are for employment-related services and can be used for many core, intensive or follow-up services. Examples include job search assistance, job placement, comprehensive assessment and development of individual employment plans. Wagner-Peyser funds are not to be used for training or supportive services, such as childcare, transportation, etc.

For purposes of this grant, Chafee funds must be used for employment-related training services such as mentoring, preparation of Transitional Independent Living Plans, registration at the One-Stop, tutoring and GED completion, computer skill acquisition, substance abuse prevention, smoking cessation, pregnancy prevention, and daily living skills including financial management and budgeting, household management, survival skills, and obtaining vital records. In addition, DOL limits the use of Chafee Foster Care Independence Program funds to payment for staff hired or services provided specific to this demonstration project, as opposed to in-kind services that would have been available even without this grant.

The selected service provider must become knowledgeable of the allowable costs for each funding stream in order to avoid the potential for disallowed cost. No funds under this grant can be used to purchase real property or to construct buildings. Refer to Appendices A and C for resource references.

Applicants must satisfy all eligibility criteria and may submit only one proposal for funding. Proposed services should be built around the \$800,000 of direct demonstration project funding, plus the applicant-provided in-kind or matching funds.

Administrative Cost Limit: All demonstration project-funding streams are subject to a maximum administrative cost limit of ten percent of the funding stream awarded. Please see Appendix B for applicable federal administrative cost definitions.

I. Length of Project

It is expected that the planned months of operation and performance for the funds awarded under this SFP will be 12 months from March 1, 2005, to February 28, 2006. No obligation or commitment of funds will be allowed prior to or beyond the contracted grant period of performance. All funds are subject to availability and any grant funds not expended during the grant agreement period shall be returned to the funding source.

SECTION 2: SIGNIFICANT DATES

Date *	Event
December 30, 2004	Release of Solicitation for Proposals (SFP)
January 11, 2005, 1:00 p.m. Pacific Time	Bidder's Conference 425 Shatto Place, Los Angeles, CA 90010
February 1, 2005	Last postmark date for proposals mailed via U.S. Postal Service or overnight courier service
February 7 through February 14, 2005	Evaluation team review of proposals and final recommendations made
February 22, 2005	Award announcement
February 22 to February 28, 2005	Service provider contracting and technical assistance during start-up
March 1, 2005	Earliest date for project start-up

*Note: All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

SECTION 3: BIDDERS CONFERENCE

In order to allow for timely and consistent responses to questions that potential bidders may have, a Bidders Conference has been tentatively scheduled at 1:00 p.m. on Tuesday, January 11, 2005, at the Los Angeles County Department of Children and Family Services office at 425 Shatto Place, Los Angeles, California 90010. Attendance is not required to submit a proposal in response to this SFP.

SECTION 4: PROPOSAL SUBMISSION INSTRUCTIONS

A. Proposal Deadline

The deadline for postmark of proposals through U.S. Postal Service or overnight courier service is **Tuesday, February 1, 2005. Late proposals will not be accepted.**

Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.

B. Proposal Delivery Method and Addresses

Proposals may be submitted by mail or courier service.

Mail proposals to:

ATTN: Foster Youth Demonstration Project
Workforce Development Branch - MIC 88
Employment Development Department
PO Box 826880
Sacramento, CA 94280-0001

Or

By Courier to:

ATTN: Foster Youth Demonstration Project
Workforce Development Branch - MIC 88
Employment Development Department
722 Capitol Mall, Room W1077
Sacramento, CA 95814

Because of the need for original signatures, proposals may not be e-mailed or faxed.

SECTION 5: REQUIRED PROPOSAL CONTENT

A. Minimum Criteria

The proposal must include:

- (1) Cover/Signature Page (Attachment A)
- (2) Table of Contents
- (3) Proposal Narrative (Attachment B) responding to the six sets of questions in Section 6. The narrative is limited to 12 pages and the questions have been reproduced in Word.doc format in Attachment B. The Operational Plan, Participant Plan, Budget Summary, and Expenditure Plan (Attachments C through F) are required to be included at the end of the Proposal Narrative, but will not count against the 12-page limit.
- (4) Operational Plan (Attachment C) indicating the start and completion dates for various activities or benchmarks required in order for the proposer to implement the demonstration project and conduct twelve months of operations. Implementation and operational activities may include, in part, examples of the following:
 - Steps required to establish linkages with partners in the workforce community, develop MOUs or service provider agreements; procure or designate appropriate facilities to provide a safe haven and home base for participants;
 - Steps necessary to obtain employer commitments for hiring program participants;
 - Hire or designate mentors, case managers, trainers and other program staff to implement the California Model;
 - Develop MIS capacity to track and report required monthly participant employment-related outcomes, social services received, and expenditure data;
 - Develop or adapt written program, fiscal, and procurement policies and procedures;
 - Establish or reinforce collaborations with the local juvenile justice department, and the Los Angeles Unified School District to ensure coordination of participant employment, education, training, and outreach activities;
 - Conduct a kick-off or orientation session to commence demonstration project operations; and

Other programmatic milestones to be accomplished during the proposer's 12 month demonstration project.

As stated previously, the selected service provider is expected to have a minimum of 10 staff working directly with youth as job developers, teachers, instructors, or case managers during the demonstration project.

- (5) Participant Plan (Attachment D) indicating cumulative planned participant enrollments, project activities, and workforce outcomes for the demonstration project.
- (6) Budget Summary (Attachment E) indicating planned distribution of expenses by funding stream, including required proposer-provided in-kind/match funds, and a narrative providing a detailed description of expenses in applicable cost categories.
- (7) Expenditure Plan (Attachment F) indicating cumulative planned quarterly expenditures by funding stream and total.

Applicants may submit only one proposal for funding and must submit six complete copies of the entire proposal, and of those copies, two must have original signatures. In accordance with State policy, the organization's contract/agreement signatory authority or authorized designee, as designated by a resolution of the organizations' governing body, must sign proposals.

Applicants must use the proposal package format available in Microsoft Word at www.edd.ca.gov/wiarep/wiaspind.htm. The proposal package also must be submitted in electronic form on a diskette or compact disk, exclusive of other attachments (e.g., consortium agreements, MOUs, letters of funding and/or hiring commitments).

All proposals must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments.

Following are general instructions for completion of the Proposal Narrative, as well as for the assembly of the proposal package. The application must be submitted in the format described below. Proposals that do not adhere to this format will not be scored or considered for funding.

- All requested forms must be completed. Forms or sections that do not apply must state "not applicable" or "N/A."
- Proposals must be single-spaced, one-sided and in a font no less than **11 point**.
- Each copy of the proposal package must be stapled in the upper left hand corner.
- Special bindings, report covers, or tabbed separators are not acceptable.

B. Format and Document Order

The following list should be used as a checklist for application format and document order prior to submittal. This checklist should be used as a reference to create the table of contents, which also must display the appropriate proposal sections and page numbers. This page may not be submitted with the proposal. Proposals (all copies) must contain these documents in the following order:

- ☐ Cover/Signature Page (Attachment A)
- ☐ Table of Contents
- ☐ Copy of Resolution of the organization's governing body designating contract/agreement signatory authority
- ☐ Proposal Narrative - limited to 12 pages, not including supporting attachments (Attachment B)
 - I. Statement of Capabilities
 - II. Planned Approach
 - III. Local Collaboration
 - IV. Demonstration Staffing
 - V. Participant Performance Objectives
 - VI. Financial Summary/Local Resources
- ☐ Operational Plan (Attachment C)
- ☐ Participant Plan (Attachment D)
- ☐ Budget Summary (Attachment E)
- ☐ Expenditure Plan (Attachment F)
- ☐ Other Attachments, e.g., consortium agreements, MOUs, letters of funding and/or hiring commitments, etc.

SECTION 6: PROPOSAL PACKAGE INSTRUCTIONS

To compete, all proposals must include the Cover/Signature Page and Proposal Narrative consisting of six sections plus Attachments as described below.

A. Cover/Signature Page (includes Demonstration Project Summary)

The purpose of the Cover/Signature Page, Attachment A, is to provide applicant contact information, location of applicant's service delivery points in SPAs 3 and 6, amount of funding proposed, demonstration project summary in 100 words or less, and an authorized representative's signature. All sections of the Cover/Signature Page must be completed.

B. Proposal Narrative

The format of the Proposal Narrative must be structured in the following six sections and may not exceed 12 single-spaced, one-sided, 11 font typewritten pages. Relevant supporting documents may be attached, and will not be considered as part of the narrative 12 page limit. The Proposal Narrative has been reproduced in Attachment B in a Word.doc format.

I. Statement of Capabilities (15 Points)

- What local entity or *consortium, including community and faith-based organizations, will operate this project?
 - Describe the comprehensive experience of this entity or consortium in serving foster youth or similar high-risk populations.
 - Describe the proposer's coordination of services working with local foster youth service providers and local service delivery networks.
 - Provide documentation of the proposer's experience as a previous grant recipient or demonstrated capacity to conduct municipal or governmental processes, such as program administration, budgeting and contract management.
 - Identify the proposer's existing service delivery points in both SPAs 3 and 6, or, alternatively, the proposer's service delivery point in either SPA 3 or 6 and its capacity to have the second required service delivery point operational in the other SPA within 30 days of grant award.
 - How will the proposer ensure that it has the capacity to implement the proposed project immediately upon award announcement?
- * If the proposer is a consortium, the consortium must provide documentation of the collective capacity of consortium members to meet the above qualifications and attach appropriate consortium agreements or MOUs to describe the relationships and functions of consortium members.

II. Planned Approach (20 Points)

- Describe the planned strategy to work collaboratively with the TRCs and the Probation Department for selection and referral of program participants, and outreach to emancipated youth at risk of homelessness.
- Describe the methodology to be used to assess participant employment, educational and life barriers.
- How will the demonstration project ensure that employment, educational, social service, health, mental health, housing, and other supportive services are either provided to participants directly or via referral to collaborative partners?

- What demonstration project services, activities and approaches will be utilized to overcome participant employment, educational, and life barriers and promote foster youth self-sufficiency?
- How will the demonstration project ensure that participants have access to employment opportunities in demand occupations in the regional economy?
- Complete an Operational Plan using the format in Attachment C to indicate the start and completion dates for significant activities or benchmarks required to implement the demonstration project and conduct twelve months of operations. Refer to Section 5 for illustrative activities or benchmarks that may be included in an Operational Plan.

III. Local Collaboration (20 points)

- How will the proposer coordinate with public and private sector employers in high-demand industries in providing internships and job opportunities for youth?
- How does or will the proposer coordinate with social services, educational, juvenile justice and workforce development agencies to serve the targeted population?
- Identify formal and informal agreements with proposed project partners.

IV. Demonstration Staffing (10 points)

- How will the proposer find the staff/mentors to operate this program?
- How will staff/mentors who are either former foster youth or who possess similar background be incorporated in the service delivery to enable peer-to-peer interaction to stimulate the employment of foster youth?
- What experience does the proposer have in hiring and utilizing mentors to develop employment opportunities, work experience, youth skill competencies and other positive outcomes for foster youth?

V. Participant Performance Objectives (15 points)

- What employment, educational, social, emotional and other outcomes does the proposer expect to achieve during implementation of the demonstration project?
- Using the Participant Plan format in Attachment D, provide the corresponding cumulative quarterly planned participant enrollments, project activities, and workforce outcomes for the demonstration project. Note - employment and educational performance measures are currently being developed by the DOL as a condition of this grant.

VI. Financial Summary/Local Resources (20 points)

- How will the proposer use the grant direct funds and entity-provided match/in-kind funds to stimulate employment for youth aging out of foster care in Los Angeles County SPAs 3 and 6?
- Using the Budget Summary Plan in Attachment E, identify the cost categories and the planned distribution of expenditures by project funding stream (WIA demonstration, Wagner-Peyser, Chafee, and matching/in-kind funds) to be used in your proposed 12 month demonstration project. As noted at the bottom of the Budget Summary, you must also enclose a detailed narrative description of the expenses for each applicable cost category and budget for at least one trip to Washington D.C. for one individual to meet with DOL demonstration project staff. Costs must be necessary, reasonable and allowable in accordance with demonstration project funding source requirements, applicable directives, OMB circulars and other regulations.
- What is the amount and source of local resources to be used for the demonstration project's match/in-kind requirement?
- Using the Expenditure Plan format on Attachment F, provide the quarterly Expenditure Plan for the demonstration project.

TOTAL POINTS POSSIBLE

100 Points

SECTION 7: REVIEW AND SELECTION PROCESS

A. Proposal Evaluation and Recommendation for Funding

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section is as follows:

Criterion	<u>Points</u>
I. Statement of Capabilities	15
II. Planned Approach	20
III. Local Collaboration	20
IV. Demonstration Staffing	10
V. Participant Performance Objectives	15
VI. Financial Summary/Local Resources	20
Total Possible Points	100

Only those proposals deemed to be meritorious and in the best interests of the State will be considered for funding. EDD reserves the right to conduct on-site reviews prior to making final funding recommendations. After completion of the evaluation process, EDD will use the independent reviewers' evaluations in conjunction with other factors (i.e., on-site review findings) to make its funding recommendations to

the EDD Director. In consultation with the Secretary of the Labor and Workforce Development Agency (LWDA) and the Director of CDSS, the EDD Director will make the final funding decision.

B. Contracting

The EDD staff will contact the awardee to negotiate contract details. In some cases, the EDD may request that the contract incorporate changes in the original project proposal. After the contract negotiations, if any, the EDD will mail the subgrant agreement (contract) to the awardee's designated fiscal agent for signature. The demonstration project start date is tentatively planned to be March 1, 2005.

SECTION 8: APPEAL PROCESS

A proposal will be disqualified for not meeting the minimum criteria, and an appeal of that disqualification decision may be filed, unless the disqualification was due to late submission of the proposal. The minimum criteria, which are listed in Section 5 of the SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring.

EDD will mail disqualification letters to applicants and any appeals must be made within ten days after the date of the disqualification letter. The appellant must submit the facts in writing. The review will be limited to the information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reasons for appeal, including citations to the SFP and any other pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

The appellant must provide a copy of the appeal letter and the supporting documents to EDD's Workforce Development Branch for review. The review will be limited to determining whether the proposal met the minimum criteria of the SFP. The appeal must be in writing and submitted to the following:

Mail to: ATTN: Foster Youth Demonstration Project SFP Appeals
Workforce Development Branch, MIC 88
Employment Development Department
PO Box 826880
722 Capitol Mall, Room W1077
Sacramento, CA 95814

Final funding decisions cannot be appealed.

SECTION 9: ADMINISTRATIVE REQUIREMENTS

A. Monitoring and Audits

Grantees will be monitored and/or audited by the State, in accordance with existing policies, procedures and requirements governing the use of demonstration project funds. Grantees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Awardees that are units of local government, or not-for-profit entities as defined by OMB Circular A-133, must ensure that audits required under OMB guidelines are performed and submitted when due.

B. Record Keeping

Awardees will be required to maintain project and fiscal records sufficient to allow federal, State, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years.

C. Reporting

Grantees must have the capability to report project and expenditure data to the State in a manner that is timely, thorough, and accurate.

Grantees must compile and submit reports of enrollments, activities, expenditures, and status of cash information by the specified dates and in the specified format as prescribed by the State. At a minimum, grantees will be required to submit monthly participant and expenditure reports as required by the EDD or DOL.

All funds provided under this SFP are subject to revocation by the State in the event of failure to meet the performance criteria or reporting requirements as described in this SFP and the grantee's subgrant agreement.

D. Closeout

At the completion of the grant period, the grantee will be required to submit a summary report of performance and fiscal data, including a project narrative analyzing the project data with respect to effective strategies and lessons learned.

E. Compliance

All funds are subject to their related State and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to demonstration funding sources and associated federal, state and local regulations, including Title 29 of the Code of Federal Regulations, State and federal directives, and OMB Circulars. Refer to Appendix A, *Internet Resources*, for a list of useful Web sites.

Please also refer to Appendix C for a list of additional cites that pertain to general administrative standards and provisions related to the demonstration project.

COVER/SIGNATURE PAGE

Proposal Title:								
Total Amount of Request (excluding In-Kind/Match):				Total Amount of In-Kind/Match				
Source of In-Kind/Match:								
Organization (applicant) Name:								
Address:								
City & Zip Code								
County:								
Service Delivery Points in Service Planning Areas (SPA) 3 and 6: SPA Location Status (Open/Planned): SPA 3 Location is ____ SPA 6 Location is ____			SPA 3 Location Name: ____ SPA 3 Address: ____ Phone: ____ SPA 6 Location Name: ____ SPA 6 Address: ____ Phone: ____					
Designated contact person:								
Telephone:			Fax:			Email:		
IRS Tax ID Number:				California Tax ID Number:				
Demonstration Project Summary								
In 100 words or less, provide a summary of the proposed project.								
Approval of Authorized Representative (Submit two original signature copies, four additional copies)								
Name:								
Title:			Signature				Date	

PROPOSAL NARRATIVE

I. Statement of Capabilities (15 points)

What local entity or consortium, including community and faith-based organizations, will operate this project? Describe the comprehensive experience of this entity or consortium in serving foster youth or similar high-risk populations. Describe the proposer's coordination of services working with local foster youth service providers and local service delivery networks. Provide documentation of the proposer's experience as a previous grant recipient or demonstrated capacity to conduct municipal or governmental processes, such as program administration, budgeting and contract management. Identify the proposer's existing service delivery points in both SPAs 3 and 6, or, alternatively, the proposer's service delivery point in either SPA 3 or 6 and the capacity to have the second required service delivery point operational in the other SPA within 30 days of grant award. How will the proposer ensure that it has the capacity to implement the proposed project immediately upon award announcement?

II. Planned Approach (20 points)

Describe the planned strategy to work collaboratively with the TRCs and the Probation Department for selection and referral of program participants, and outreach to emancipated youth at risk of homelessness. Describe the methodology to be used to assess participant employment, educational, and life barriers. How will the demonstration project ensure that employment, educational, social service, health, mental health, housing, and other supportive services are either provided to participants directly or via referral to collaborative partners? What demonstration project services, activities and approaches will be utilized to overcome participant employment, educational, and life barriers and promote foster youth self-sufficiency? How will the proposer ensure that participants have access to employment opportunities in demand occupations in the regional economy? Complete an Operational Plan using the format in Attachment C.

III. Local Collaboration (20 points)

How will the proposer coordinate with public and private sector employers in high-demand industries in providing internships and job opportunities for youth? How does or will the propose coordinate with social services, educational, juvenile justice and workforce development agencies to serve the targeted population? Identify formal and informal agreements with proposed project partners.

IV. Demonstration Staffing (10 points)

How will the proposer find the staff/mentors to operate this program? How will staff/mentors who are either former foster youth or who possess similar background be incorporated in the service delivery to enable peer-to-peer interaction to stimulate the employment of foster youth? What experience does the proposer have hiring and utilizing mentors to develop employment opportunities, work experience, youth skill competencies and other positive outcomes for foster youth?

V. Participant Performance Objectives (15 points)

What employment, educational, social, emotional and other outcomes does the proposer expect to achieve during implementation of your demonstration project? Complete a Participant Plan using the format in Attachment D to provide the corresponding cumulative quarterly participant goals for the foster youth in your demonstration project.

VI. Financial Summary/Local Resources (20 points)

How will the proposer use the grant direct funds and entity-provided match/in-kind funds be used to stimulate employment for youth aging out of foster care in Los Angeles County SPAs 3 and 6? Using the Budget Summary Plan in Attachment E, identify the cost categories and the planned distribution of expenditures by project funding stream (WIA demonstration, Wagner-Peyser, Chafee, and matching/in-kind funds) to be used in your proposed 12-month demonstration project. As noted at the bottom of the Budget Summary, you must also enclose a detailed narrative description of the expenses for each applicable cost category and budget for at least one trip to Washington D.C. for one individual to meet with DOL demonstration project staff. What is the amount and source of local resources to be used for the demonstration project's match/in-kind requirement? Using the Expenditure Plan format on Attachment F, provide the quarterly Expenditure Plan for the demonstration project.

OPERATIONAL PLAN

Proposer: _____ Proposal Name: _____

	Benchmarks (Implementation and Operational)	Estimated Start Date	Estimated Completion Date	STATE USE ONLY
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

PARTICIPANT PLAN (Cumulative # Planned Participants)

	Period Ending June 2005	Period Ending Sept. 2005	Period Ending Dec. 2005	Period Ending Mar. 2006
A. Total Planned Enrollments				
B. Project Activities				
1. Subsidized Work Experience/Internship				
2. Apprenticeship				
3. Unsubsidized Work Experience				
4. Job Preparation Class				
5. Dropout/Return to High School				
6. College				
7. General Equivalency Diploma (GED) Preparation				
8. Basic and Remedial Education				
9. English as Second Language (ESL)				
10. Mentoring				
11. Parenting Class				
12. Life Skills				
13. Personalized Planning				
14. Community Leadership				
15. Group Counseling				
16. Other (describe)				
C. Workforce Outcomes				
1. Unsubsidized Employment				
2. Entered Military				
3. Long Term Occupational Training				
4. H.S. Diploma/GED				
5. Obtained Skill Certificate				
6. ESL Completion				
7. Enrolled Post-Secondary School				
8. Other (describe)				

BUDGET SUMMARY PLAN*

	WIA Demo Funds	Wagner- Peyser Funds	Chafee Funds	Match/ In-Kind	Total
A. Staff Salaries					
B. Number of full-time equivalents:_____					
C. Staff Benefits					
D. Staff Benefit Rate (percent)___%					
E. Staff Travel					
F. Operating Expenses (communications, facilities, maintenance, consumable supplies, audits, utilities, etc.)					
G. Furniture and Equipment					
1. Purchase (unit cost is less than \$5,000 and useful life is less than one year.)					
2. Purchase (unit cost > than \$5,000 and useful life > than one year, prior EDD approval required)					
3. Lease					
H. Consumable Testing and Instructional Materials					
I. Tuition Payments/Vouchers					
J. On-the-Job Training					
K. Participant Wages and Fringe Benefits					
L. Supportive/Job Retention Services					
M. Contractual Services					
N. Indirect Costs					
1. Indirect Cost Rate (percent) %					
2. Name of Cognizant Agency:					
O. Other (describe using separate page):					
P. Total Funding					

*NOTE: On a separate page, provide a detailed description of expenses for each applicable cost category above. Also, be sure to include the cost of at least one trip to Washington D.C. for one individual.

EXPENDITURE PLAN (Cumulative \$ Direct Expenditures)

	Period Ending June 2005	Period Ending Sept. 2005	Period Ending Dec. 2005	Period Ending Mar. 2006
WIA Demonstration Funds				
1. Administration Expense				
2. Program Expense				
3. Total Planned Expense				
Wagner-Peyser Funds				
1. Administration Expense				
2. Program Expense				
3. Total Planned Expense				
Chafee Funds				
1. Administration Expense				
2. Program Expense				
3. Total Planned Expense				
Total Demonstration Funds				
1. Administration Expense				
2. Program Expense				
3. Total Planned Expense				

INTERNET RESOURCES

The Federal Register Online via GPO Access

www.access.gpo.gov/su_docs/fedreg/frcont00.html

The Department of Labor Training and Employment Guidance Letters (TEGL's)

wdr.doleta.gov/directives

The Workforce Investment Act; Final Rules

www.edd.ca.gov/wiarep/20crfpart652

The California Employment Development Department (EDD)

www.edd.ca.gov/

The California EDD Labor Market Information

www.calmis.ca.gov/

The California One-Stop Career Center System (Worknet)

www.edd.ca.gov/one-stop/

The Department of Labor

www.doleta.gov/

The Wagner-Peyser Act

www.usdoj.gov/w-pact_amended98.asp

Transition Resource Centers

www.ilponline.org/

CDSS Children and Family Services – Foster Care

www.childsworld.ca.gov/FosterCare_310.htm

CA Title IV-E Plan – Section 3: Chafee Foster Care Independence Program

www.childsworld.ca.gov/res/pdf/2002TitleIV-EStatePlan4_03.pdf

CA Title IV-B Child and Family Services Plan - Federal Fiscal Year 2005-09

www.childsworld.ca.gov/res/pdf/IV-BPlan.pdf

ADMINISTRATIVE COST DEFINITIONS

There is an administrative cost limit of ten percent of the funds awarded under this demonstration project.

All local grant recipients and lower tier subrecipients must follow the federal allowable cost principles that apply to their type of organization. The DOL regulations at 29 CFR 95.27 and 29 CFR 97.22 identify the federal principles for determining allowable costs that must be followed.

Although administrative in nature, costs of information technology—computer hardware and software—needed for tracking and monitoring of WIA-related program, participant, or performance requirements; or for collecting, storing and disseminating information, are excluded from the administrative cost limit calculation.

- (a) The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients, as well as, local grant recipients, local grant subrecipients, local fiscal agent, and which are not related to the direct provision of WIA services, including services to participants and employers. These costs can be both personnel and non-personnel, and both direct and indirect.
- (b) The costs of administration are the costs associated with performing the following functions:
 - (1) Performing the following overall general administrative functions and coordination of those functions under WIA Title I:
 - (i) Accounting, budgeting, financial and cash management functions.
 - (ii) Procurement and purchasing functions.
 - (iii) Property management functions.
 - (iv) Personnel management functions.
 - (v) Payroll functions.
 - (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports.
 - (vii) Audit functions.
 - (viii) General legal services functions.
 - (ix) Developing systems and procedures, including information systems, required for these administrative functions.
 - (2) Performing oversight and monitoring responsibilities related to WIA administrative functions.
 - (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of

equipment, utilities, office supplies, postage, and rental and maintenance of office space.

- (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA systems.
 - (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.
- (c)
- (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
 - (2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - (3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - (4) Except as provided at paragraph (c)(1), all costs incurred for functions and activities of subrecipients and vendors are program costs.
 - (5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
 - (i) Tracking or monitoring of participant and performance information.
 - (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information.
 - (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
 - (iv) Local area performance information.
 - (v) Information relating to supportive services and unemployment insurance claims for program participants.
 - (6) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

ADMINISTRATIVE STANDARDS AND PROVISIONS

Except as specifically provided, the State acceptance of a proposal and an award of federal and State funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB circulars require and an entity's procurement procedures must require that all procurement transactions will be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the State award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition. All grants will be subject to the following administrative standards and provisions:

1. 29 Code of Federal Regulations (CFR) Part 93 -- Lobbying.
2. 29 CFR Part 95 -- Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations, and with Commercial Organizations, etc.
3. 29 CFR Part 96 -- Federal Standards for Audit of Federally funded Grants, Contracts and Agreements. This rule implements, for State and local governments and Indian tribes that receive Federal Assistance from the DOL, OMB Circular A-128 "Audits of State and Local Governments" which was issued pursuant to the Single Audit Act of 1984, 31 U.S.C. Sec. 7501-7507. It also consolidates the audit requirements currently contained throughout the DOL regulations.
4. 29 CFR Part 97 -- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
5. 29 CFR Part 98 -- Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).
6. 29 CFR Part 99 -- Audit of States, Local Governments, and Nonprofit Organizations.
7. Section 168(b) of WIA -- Administration of Programs. Please note that sections 181-195 also apply.
8. 29 CFR Parts 37 -- the WIA non-discrimination regulations. These rules implement, for recipients of federal assistance, provisions of nondiscrimination on the basis of race, color, national origin, and disabled condition, respectively.
9. Appeals from non-designation will be handled under 20 CFR Part 667, Subpart H.
10. Any other administrative standards and provision applicable to federal and State grants.

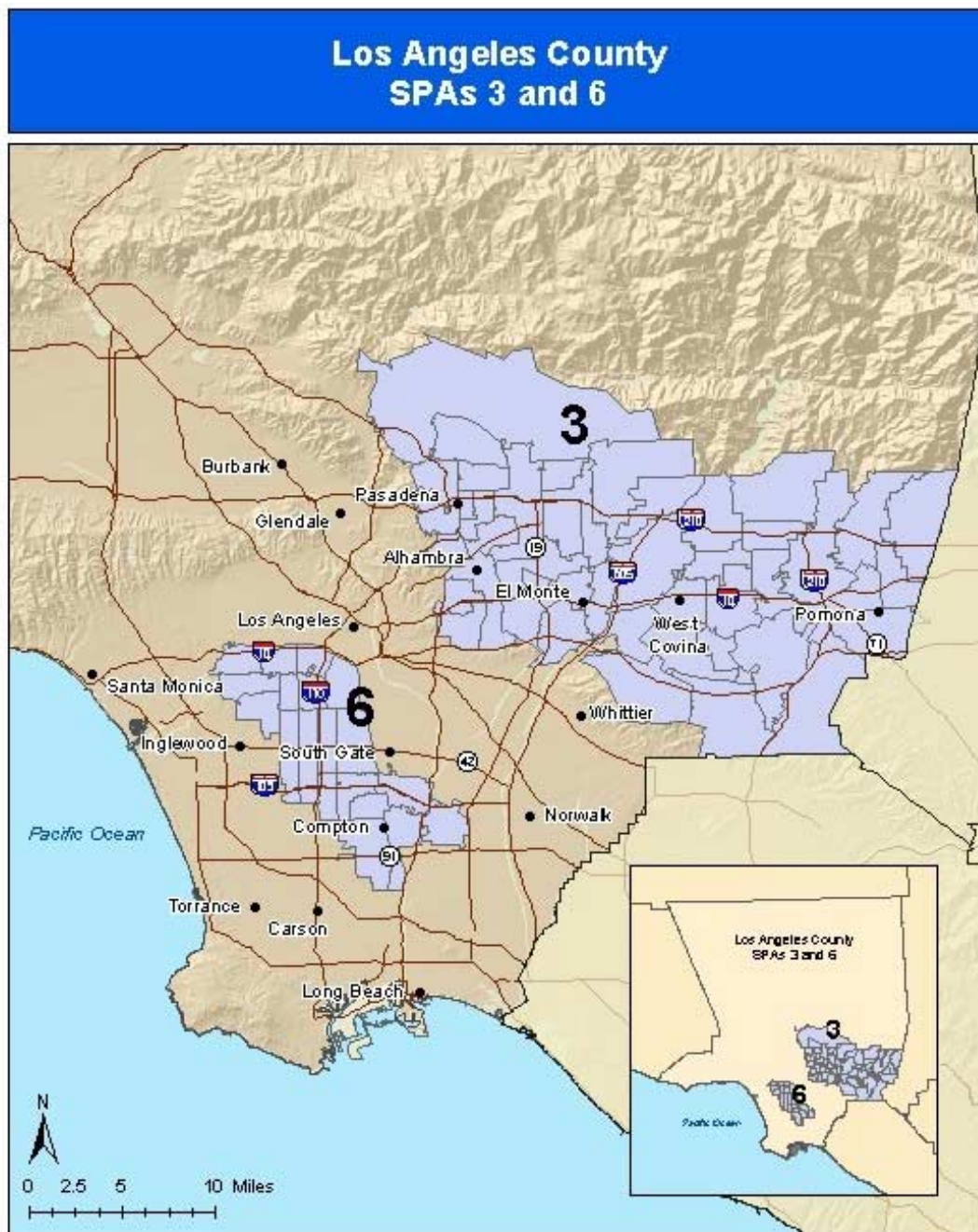
ZIP CODES - SERVICE PLANNING AREAS (SPA) 3 & 6

ZIP CODE	CITY	SERVICE PLANNING AREA
91001	Altadena	SPA 3
91006	Arcadia	SPA 3
91007	Arcadia	SPA 3
91010	Duarte	SPA 3
91016	Monrovia	SPA 3
91023	Mt. Wilson	SPA 3
91024	Sierra Madre	SPA 3
91030	South Pasadena	SPA 3
91101	Pasadena	SPA 3
91103	Pasadena	SPA 3
91104	Pasadena	SPA 3
91105	Pasadena	SPA 3
91106	Pasadena	SPA 3
91107	Pasadena	SPA 3
91108	San Marino	SPA 3
91702	Azusa	SPA 3
91706	Baldwin Park	SPA 3
91711	Claremont	SPA 3
91722	Covina	SPA 3
91723	Covina	SPA 3
91724	Covina	SPA 3
91731	El Monte	SPA 3
91732	El Monte	SPA 3
91733	El Monte	SPA 3
91740	Glendora	SPA 3
91741	Glendora	SPA 3
91744	La Puente	SPA 3
91745	Hacienda-Rowland Heights	SPA 3
91746	La Puente	SPA 3
91748	Hacienda-Rowland Heights	SPA 3
91750	La Verne	SPA 3
91754	Monterey Park	SPA 3
91755	Monterey Park	SPA 3
91765	Diamond Bar	SPA 3
91766	Pomona	SPA 3
91767	Pomona	SPA 3
91768	Pomona	SPA 3
91770	Rosemead	SPA 3
91773	San Dimas	SPA 3

ZIP CODES - SERVICE PLANNING AREAS (SPA) 3 & 6

ZIP CODE	CITY	SERVICE PLANNING AREA
91775	San Gabriel	SPA 3
91776	San Gabriel	SPA 3
91780	Temple City	SPA 3
91789	Walnut	SPA 3
91790	West Covina	SPA 3
91791	West Covina	SPA 3
91792	West Covina	SPA 3
91801	Alhambra	SPA 3
91803	Alhambra	SPA 3
90001	South Central LA/Co.	SPA 6
90002	South Central LA/Co.	SPA 6
90003	South Central LA	SPA 6
90007	University LA	SPA 6
90008	Crenshaw LA/Co.	SPA 6
90011	University LA	SPA 6
90016	Crenshaw LA	SPA 6
90018	University LA	SPA 6
90037	University LA	SPA 6
90043	Crenshaw LA/Co.	SPA 6
90044	South Central LA/Co.	SPA 6
90047	South Central LA/Co.	SPA 6
90059	South Central LA/Co.	SPA 6
90061	West Compton LA/Co.	SPA 6
90062	University LA	SPA 6
90220	Compton	SPA 6
90221	Compton	SPA 6
90222	Compton	SPA 6
90262	Lynwood	SPA 6
90723	Paramount	SPA 6

ZIP CODES - SERVICE PLANNING AREAS (SPA) 3 & 6



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Labor Market Information Division
California Employment Development Department
www.labormarketinfo.ca.gov
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